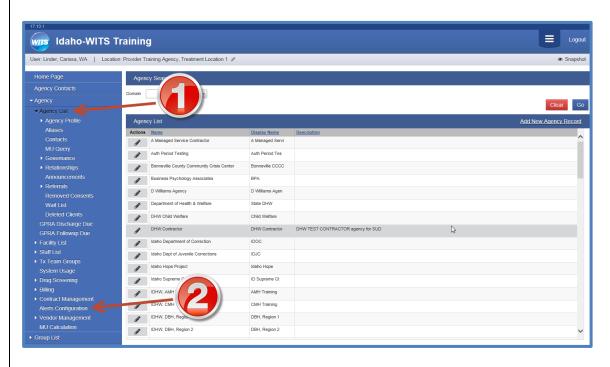
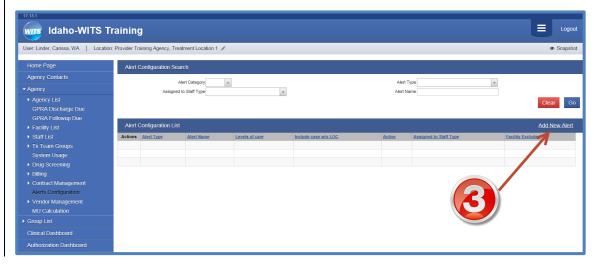
Creating a Close Discharged Client Alert

This alert is for notifying if a discharge has been created more than 30 days ago and the case is still open.

- Getting here: Login, on the Navigation Pane (left menu) select <u>Agency</u> to activate the Agency List menu.
- 2. Select Alerts Configuration.
- 3. Select Add New Alert.





- 4. Enter Alert Name.
- 5. Select <u>Close Discharged Case</u> as the <u>Alert type</u>.
- **6.** Enter the message in **What message should appear to users?**
- **7.** Complete these fields.
 - When is the next activity due (days after the trigger point)?
 - How many days prior to the due date should this alert show up?
 - Which staff should recive the message?
 - Should message turn red when overdue?
- **8.** Select any <u>Facilities</u> this alert *will not* apply to. Use the greater than sign (>) to move them to the box on the right.
- **9.** Enter the <u>Number of Days</u> you want this alert to show.
- 10. Enter the Effective Date.
- **11.** Select <u>Finish</u>.

